

**PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING, JULY 20, 2016**

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the Regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, July 20, 2016 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 7:27pm.

Invocation.

Pledge of Allegiance.

Opening Roll Call:

Present: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Lefebvre, Erickson, Zima, Evans, Vander Leest, Buckley, Dantine, Brusky, Kaster, Van Dyck, Linssen, Kneiszel, Clancy, Moynihan, Blom, Schadewald, Lund, Becker.

Excused: Landwehr, Campbell

Total Present: 23                      Total Excused: 2

(Newly appointed Supervisor Paul Ballard, District 15, was present in Chambers but not confirmed by the Board or sworn in at this time.)

**No. 1 --            ADOPTION OF AGENDA.**

Board Chairman Moynihan amended the agenda to strike items #11c, 11d, 11e (closed session) from the agenda, move item #11a and #11b (closed session) before item #9c (Report of Executive Committee of June 15, 2016) and to move item #9ai (Report of Special Administration Committee of July 20, 2016) before item #11a and #11b.

A motion was made by Supervisor Kaster and seconded by Supervisor Nicholson **“to approve amended agenda”**.

Following discussion, Supervisor Kaster withdrew his motion and a new motion was then made by Supervisor Schadewald and seconded by Supervisor Hoyer **“to move item #9ai before item #11a & #11b, and move item #9c after item #11a & #11b”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 2 --            COMMENTS FROM THE PUBLIC:**

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.

The Brown County Picnic Committee members appeared to personally invite the Board and their guests to the Employee Appreciation Picnic on Tuesday, July 26, 2016 at Pamperin Park.

Patricia Finder-Stone, 985 N Broadway, DePere, is a member of the Clean Bay Backers (a group that educates the public on improvements in water quality in the Bay of Green Bay). She invited the Board to join the group's bus tour which is taking place on October 14, 2016.

Larry Epstein, 369 Crosswinds Lane, Green Bay, is the current President of the Green Bay Area Retired Men's Club, which meets weekly at the Central Library. Mr. Epstein thanked the Board for approving the improvements made at the library. He also thanked the maintenance staff and facilities manager at the Library for always helping and providing support for their group's needs.

Robert Welsing, Sr., 2140 Westline Road, Green Bay, thanked the Board for looking over the document he previously provided to them and expressed his hope that the Board votes to clear his son's, Robert Welsing, Jr., name.

Jeff Vandeleest, 1964 W Baraboo Circle, DePere, addressed the Board regarding Family Services and the programs provided in Brown County as well as the impact of those programs. Mr. Vandeleest stated Family Services values its partnership with Brown County.

Tom Sigmund, 3335 Star Creek Ct, Green Bay, invited the entire County Board to contact Family Services anytime they want to learn more, tour facilities, etc. He stated the residents of Brown County benefit greatly from this partnership.

**No. 3 -- APPROVAL OF MINUTES OF JUNE 15, 2016.**

A motion was made by Supervisor Nicholson and seconded by Supervisor De Wane **"to approve"**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 4 -- ANNOUNCEMENTS OF SUPERVISORS.**

Supervisor Blom stated the Glendale Avenue/Velp Avenue corridor road construction has started but requested that people still patronize the local businesses in that area.

Supervisor Gruszynski read a press release from Rep. Macco regarding the Southern Bridge project.

Supervisor Becker reminded the Board of Pulaski's Polka Days which are being held this weekend and invited everyone to attend.

Supervisor Van Dyck reminded the Board that the Brown County Fair starts August 17<sup>th</sup> and runs through August 21<sup>st</sup>.

Supervisor Erickson stated he attempted to watch the June County Board meeting on Time Warner channel but it does not seem to be available. He asked staff to check on reason for not airing.

Vice Chairman Lund stated the Salvation Army is celebrating its 125<sup>th</sup> Anniversary this year with a Christmas in July drive to raise funds to support local programs. He advised everyone to check the Salvation Army website for other upcoming fundraising events.

No. 5 -- **COMMUNICATIONS.** None.

No. 5a -- FROM SUPERVISOR VANDER LEESE: REQUEST FOR THE BROWN COUNTY TREASURER'S OFFICE TO WORK WITH ALL MUNICIPALITIES WHO DECIDE TO PROVIDE PROPERTY TAX RELIEF FROM THE EXCESS PACKER SALES TAX. THE TREASURER'S OFFICE WOULD WORK TO HAVE A PROPERTY TAX CREDIT LINE PLACED ON THE 2017 BROWN COUNTY PROPERTY TAX BILL. THE COUNTY I.T. DEPARTMENT WOULD ASSIST WITH THIS PROJECT.

Referred to Administration Committee.

No. 5b -- FROM SUPERVISOR BUCKLEY: REQUEST THAT THE HUMAN SERVICES DIRECTOR ATTEND THE NEXT PUBLIC SAFETY MEETING TO EXPLAIN HOW AN INMATE ESCAPED FROM THE SECURE PORTION OF THE CTC CENTER.

Referred to Public Safety Committee.

No. 5c -- FROM SUPERVISOR DANTINNE: TO HAVE ADMINISTRATION LOOK INTO THE COST AND FEASIBILITY TO DEMO THE ARENA, SELL THE LIBRARY DOWNTOWN AND SELL THE MUSEUM AND BUILD A FACILITY AT THE ARENA SITE TO ACCOMMODATE ALL THE VENUES, NEW ARENA, LIBRARY, MUSEUM.

Referred to Education & Recreation Committee.

No. 5d -- FROM SUPERVISOR LEFEBVRE: FOR ADMINISTRATION AND EXECUTIVE COMMITTEES TO ESTABLISH A PERSONNEL COMMITTEE TO HANDLE ALL FUTURE EMPLOYEE CONCERNS, DISCIPLINE, FIRINGS, ETC. TO MODEL AFTER GREEN BAY'S PERSONNEL COMMITTEE.

Referred to Executive Committee.

No. 5e -- FROM SUPERVISOR SCHADEWALD: THIS COMMUNICATION IS MY REQUEST THAT THE ANNUAL PAYMENT FROM DUKE ENERGY FOR THE SHIRLEY WIND PROJECT BE PLACED IN A SEGREGATED FUND IN THE 2017 BUDGET UNDER THE HEALTH DEPT FOR USE IN A STUDY OF HEALTH EFFECTS OF WIND TURBINES ON RESIDENTS OF BROWN COUNTY.

Referred to Administration, Human Services, and Planning, Development & Transportation Committees.

No. 5f -- FROM SUPERVISOR SCHADEWALD: THIS COMMUNICATION IS MY REQUEST FOR THE PUBLIC SAFETY COMMITTEE TO CONSIDER PAYING DEATH BENEFITS TO SHERIFF PERSONNEL KILLED IN THE LINE OF DUTY COMPARABLE TO OUR MILITARY DEATH BENEFITS FOR THOSE KILLED IN ACTION.

Referred to Public Safety Committee.

**No. 5g -- FROM SUPERVISOR SIEBER: TO CONDUCT A DRAINAGE STUDY ALONG COUNTY HIGHWAY A AND I.**

Referred to Planning, Development & Transportation Committee.

**No. 6 -- APPOINTMENTS  
BOARD OF SUPERVISORS COMMITTEE AS A WHOLE:**

**No. 6a -- Appointment/Confirmation of Paul J. Ballard, Ph.D as County Board Supervisor District 15.**

A motion was made by Supervisor Clancy and seconded by Supervisor Evans **“to approve the above appointment”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 6b -- The Oath of Office was administered to Supervisor Ballard by County Clerk Sandra Juno.**

**COUNTY EXECUTIVE:**

**No. 6c -- Appointment/Confirmation of Jerad Preston as the Brown County Emergency Management Director.**

A motion was made by Supervisor Nicholson and seconded by Supervisor Gruszynski **“to approve the above appointment”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 7a -- REPORT BY COUNTY EXECUTIVE.** (County Executive not in attendance. No report.)

**No.7b -- REPORT BY BOARD CHAIRMAN.**

Chairman Moynihan thanked the Supervisors for confirming Dr. Ballard to the Board of Supervisors for District 15.

Chairman Moynihan reminded all Committee Chairs that unless there is bonding or it's an emergency, they should refrain from scheduling any meetings prior to the County Board meeting.

Chairman Moynihan read a personal statement to the Board in rebuttal to an article regarding Corporation Counsel matters in Sunday's (07/17/16) Press Gazette.

**No. 8 -- OTHER REPORTS.** None.

**No. 9 -- STANDING COMMITTEE REPORTS:**

**No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF JULY 6, 2016**

TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on July 6, 2016 and recommends the following:

1. Review minutes of:
  - a. Housing Authority (May 16, 2016). Receive and place on file.
2. HR Insurance update from M3. *No action taken.*
3. HR Budget Status Financial Report for May 2016. Receive and place on file.
4. HR Turnover Report for May 2016. Receive and place on file.
5. HR 2016 Vacancies Report. Receive and place on file.
6. HR Position Approval Lists through June 27, 2016. Receive and place on file.
7. Human Resources Reports for June 2016. Receive and place on file.
8. Treasurer - Budget Status Financial Report for April 2016. Receive and place on file.
9. Treasurer - Resolution re: Reclassification of the Account Clerk II Position in the Treasurer's Department Table of Organization. To approve.
10. Corporation Counsel - Monthly Report, April and May 2016. Receive and place on file.
11. Child Support - Budget Status Financial Report for May 2016. Receive and place on file.
12. Child Support - Departmental Opening Summary. Receive and place on file.
13. Child Support - Director Summary May/June 2016. Receive and place on file.
14. Technology Services - Budget Status Financial Report for May 2016. Receive and place on file.
15. Technology Services Monthly Report for July 2016. Receive and place on file.
16. Dept. of Admin - Budget Status Financial Report for May 2016. Receive and place on file.
17. Dept. of Admin - 2016 Budget Adjustment Log. Receive and place on file.
18. Dept. of Admin - Director's Reports for June 2016. Receive and place on file.
19. Audit of bills. To pay the bills.

A motion was made by Supervisor Sieber and seconded by Supervisor Schadewald **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

**(Item #9ai taken out of order before item #11a below.)**

**No. 9b -- REPORT OF EDUCATION & RECREATION COMMITTEE OF JULY 5, 2016.**

TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on July 5, 2016 and recommends the following:

1. Review Minutes of:
  - a. Library Board (May 19, 2016). Receive and place on file.
  - b. Library Board East Branch Facility Ad Hoc Committee (May 19, 2016). Receive and place on file.
  - c. Neville Public Museum Governing Board (June 13, 2016). Receive and place on file.
2. Reports:
  - a. Department Vacancies Report for June 2016. Receive and place on file.

- b. Position Approval List. Receive and place on file.
3. Communication from Supervisor Schadewald re: This letter is my request for consideration of either temporary and/or permanent artwork to be displayed outside of the Veteran's Memorial Arena. My hope is that local artists can submit appropriate artwork for consideration to display. *Held until July. To hold until August.*
4. Museum Budget Status Financial Report for May 2016. Receive and place on file.
5. Museum Director's Report. Receive and place on file.
6. Golf Course Budget Status Financial Reports for May 2016. Receive and place on file.
7. Golf Course Superintendent's Report. Receive and place on file.
8. Library Budget Status Financial Report for May 2016. Receive and place on file.
9. Library Director's Report. Receive and place on file.
10. Park Budget Status Financial Report for May 2016. Receive and place on file.
11. Park Mgmt. - Discussion: Koch family property donation. To hold until August.
12. Park Mgmt. - Budget Adjustment Request (16-57): Any increase in expenses with an offsetting increase in revenue. To approve the budget adjustment request.
13. Park Mgmt. - Resolution establishing a special event parking/camping fee at the Brown County Fairgrounds. To approve.
14. Park Mgmt. - Park Attendance and Field Staff Reports for May. Receive and place on file.
15. Park Mgmt. - Assistant Director's Report. Receive and place on file.
16. NEW Zoo - Budget Status Financial Reports for May 2016. Receive and place on file.
17. NEW Zoo - Request from the N.E.W. Zoological Society, Inc. to waive the contact fee and the admission fee for "Feast with the Beasts" event. To approve.
18. NEW Zoo - Director's Report and ZOO Monthly Activity Reports. Receive and place on file.
19. Audit of bills. To approve the bills.

A motion was made by Supervisor Gruszynski and seconded by Supervisor Lefebvre "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

**(Item #9c taken out of order after item #11a and #11b below.)**

**No. 9ci -- REPORT OF EXECUTIVE COMMITTEE OF JULY 11, 2016.**

TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **EXECUTIVE COMMITTEE** met in regular session on July 11, 2016 and recommends the following:

1. Review Minutes of: (None)
2. Review and Possible Action on Legal Bills to be paid. To approve.
3. Human Resources Report
  - a) Insurance Update from M3.
  - b) Turnover Report for May 2016.
  - c) Department Vacancies Report as of June 2016.
  - d) Position Approval Lists through June 27, 2016. *No action needed.*

4. Communication from Supervisor Kaster re: Review the new Medical Examiner/Forensic Pathologist Department operation and relationship with funeral homes – include input from funeral homes. *Held for one month. To refer to Public Safety.*
5. Communication from Supervisor Campbell to establish a Personnel Committee for Brown County. *Referred from June County Board. To refer to Administration Committee.*
6. Referral from Supervisor Zima requesting June Executive Committee agenda item #11e (Closed Session: Discussion regarding the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department) be referred back to next month's Executive Committee. *Referred from June County Board. Receive and place on file.*
7. Communication from Supervisors Sieber and Linssen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *Referred from June County Board.*
  - i. To refer to Corporation Counsel to draft a policy re: violation of closed session confidentiality and identify punishment. Motion carried 5 to 2; 1 abstention.
  - ii. To refer the current complaint to the Ethics Board for review. Motion carried 6 to 1.
8. Communication from Supervisor Van Dyck re: Rescind the amendment to Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure" made by the County Board in 2014. *Referred from June County Board. To refer this to Corporation Counsel to redraft showing all grievances going back to the full County Board.*
9. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure county board policies are followed, and present them yearly to Administration to ensure compliance. *Referred to July meeting. To refer to each committee.*
10. Ordinance Amending Section 4.93 of Chapter 4 of the Brown County code entitled "Grievance Procedure". *Held until July. To bring back in September.*
11. Resolution re: Reclassification of the Account Clerk II Position in the Treasurer's Department Table of Organization. To approve.
12. Resolution re: Authority to Execute a 2016 Labor Agreement with the Brown County Community Treatment Center Registered Nurses. To approve.
13. Resolution re: Reorganization of the Human Services – Community Treatment Center Table of Organization. To approve.
14. Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization. To approve.
15. Resolution re: Reclassification of the LTE Legal Assistant I position in the District Attorney's Office Table of Organization. To hold for one month.
16. Resolution re: Reorganization of the Sheriff's Department Table of Organization Housing Corporal and Intake Corporal. To approve.
- 16a. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". To approve. Motion failed.
17. Brown County Financial Statement Results – Levy Funded Departments as of May 2016. Receive and place on file.
18. County Executive Report
  - a) Budget Status Financial Report for May 2016. Receive and place on file.
19. Internal Auditor Report.

- a) Board of Supervisors Budget Status Financial Report – May 2016 (Unaudited). Receive and place on file.
- b) Monthly Status Update: June 1 – June 30, 2016. Receive and place on file.
20. Treasurer- ACTION - Review and approval or rejection of bids for vacant land tax deed properties:  
(Bid results of 6-30-16 attached)
- | Parcel # | Municipality      | Address           | Min. Starting Bid | High Bid | #of Bids |
|----------|-------------------|-------------------|-------------------|----------|----------|
| M-147    | T. of Morrison    | 3195 Mill Road    | \$ 5,933          | \$ 8,075 | 3        |
| ND-278-1 | T. of New Denmark | 6029 Benecke Road | \$ 2,000          | \$ 7,250 | 42       |
- To accept the high bid for parcel M-147 and ND-278-1.
21. Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department. *No closed session held.*
22. Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. *See Number 21 above.*
23. Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. *See Number 21 above.*

A motion was made by Vice Chair Lund and seconded by Supervisor Nicholson **“to adopt”**. Supervisor Buckley requested item #15 be taken separately. Voice vote taken on remainder of report. Motion carried with no abstentions.

15. Resolution re: Reclassification of the LTE Legal Assistant I position in the District Attorney’s Office Table of Organization. To hold for one month.

Following discussion, a motion was made by Supervisor Buckley and seconded by Supervisor Clancy **“to approve item #15”**. Voice vote taken. Motion carried unanimously with no abstentions.

## **No. 9d -- REPORT OF HUMAN SERVICES COMMITTEE OF JUNE 29, 2016.**

TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **HUMAN SERVICES COMMITTEE** met in regular session on June 29, 2016 and recommends the following:



1. Review Minutes of:
  - a) Human Services Board (June 9, 2016). Receive and place on file with the exception of Item 6 which is missing.
  - b) Veterans' Recognition Subcommittee (May 17, 2016). Receive and place on file.
2. Communication from Supervisor Zima (for Steve Deslauriers) re: I am requesting the Human Services Committee review why wind turbine complaints are not handled by the Health Dept. as other health complaints. *Motion at May meeting: To hold item until the next meeting. To ask the Health Department to report back what equipment and personnel are needed to monitor complaints and include the procedures to be followed going forward.*
3. Communication from Supervisor Zima (for James Vanden Boogart): re: I am requesting that the attached document and the full report referenced therein be examined and discussed by the Human Service Committee and the Board of Supervisors and they take action to both officially dismiss Chua Xiong's decision regarding Shirley Wind and discuss possible actions to be taken to resolve the adverse health conditions at Shirley Wind, including consulting with an appropriate qualified environmental attorney to explore possible legal solutions. *Motion at May meeting: To hold item until the next meeting on June 29, 2016.* (Supervisors: Please refer to red packet of information provided by Brown County Citizens for Responsible Wind Energy at May County Board meeting).
  - i. To hold this up for one month to determine whether or not it was properly done.
  - ii. To have our attorneys send this to the Attorney General to see what we can and cannot do.
  - iii. To send this through Administration to get a proposal on the costs involved with sending information to SAGE or a similar organization and bring it back. Motion carried 4 to 1.
  - iv. To send the conclusion by former Health Director Chua Xiong and the conclusion by the Board of Health to an independent review agency. Motion failed 1 to 4.
4. Human Svc Dept. - Examine scheduling issues at Community Treatment Center – *standing item per motion at April, 2016 meeting.* Receive and place on file.
5. Human Svc Dept. - Resolution re: Reorganization of the Human Services – Community Treatment Center Table of Organization. To approve.
6. Human Svc Dept. - Executive Director's Report. Receive and place on file.
7. Human Svc Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
8. Human Svc Dept. - Statistical Reports.
  - a) CTC Staff – Double Shifts Worked.
  - b) Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - c) Monthly Inpatient Data – Bellin Psychiatric Center.
  - d) Child Protection – Child Abuse/Neglect Report.
  - e) Monthly Contract Update.To suspend the rules to take Items 8 a-e together and to receive and place them on file.
9. Human Svc Dept. - Request for New Non-Continuous Vendor. To approve.
10. Human Svc Dept. - Request for New Vendor Contract. Receive and place on file.
11. Audit of bills. *No bills, no action necessary.*

A motion was made by Supervisor De Wane and seconded by Supervisor Hoyer **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9e --      REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION  
COMMITTEE OF JUNE 27, 2016.**

TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE** met in regular session on June 27, 2016 and recommends the following:

1. Review minutes of:
  - a. Planning Commission Board of Directors (April 6, 2016).
  - b. Revolving Loan Fund Committee (November 19, 2014).
  - c. Solid Waste Board (March 28, 2016).
  - d. Transportation Coordinating Committee (December 7, 2015).
    - i. To suspend the rules to take Items 1 a-d together.
    - ii. To receive and place on file Items 1 a – d.
2. Communication from Supervisor Nicholson re: Requesting a No Parking sign from here to corner at 2545 Manitowoc Road. *Referred from June County Board.* Receive and place on file.
3. Internal Auditor - Presentation of the Asphalt Plant Analysis by David Maccoux, Schenck, SC. *No action taken.*
4. Airport - Director's Report. Receive and place on file.
5. UW-Ext - Budget Adjustment Request (16-51): Any increase in expenses with an offsetting increase in revenue – UW-Ext has received funding from Sanimax to offset costs of Breakfast on the Farm. To approve.
6. UW-Ext - Director's Report. *No report, no action needed.*
7. Register of Deeds - Budget Status Financial Report for May 2016. Receive and place on file.
8. Register of Deeds - Departmental Openings Summary. Receive and place on file.
9. Port & Resource Recovery - Budget Adjustment Request (16-37): Any allocation from department's fund balance. *This Item was deleted from the Agenda.*
10. Planning Commission - Update regarding development of the Brown County Farm property – standing item. *No action taken.*
11. Planning Commission - Budget Status Financial Report for May 2016 (unaudited). *See action at Item 13.*
12. Property Listing - Budget Status Financial Report for May 2016 (unaudited). *See action at Item 13.*
13. Zoning - Budget Status Financial Report for May 2016 (unaudited). Receive and place on file Items 11, 12, and 13.
14. Public Works Summary of Operations. Receive and place on file.
15. Public Works Director's Report. Receive and place on file.
16. Public Works - Discussion and possible action regarding the May 23, 2016 PD&T communication from Supervisor Dantine (Have the Highway Committee review the work weeks, overtime pay, and holiday pay for Highway Department employees).
  - i. To amend the agenda to take Item 2 under Item 24 at this time.
  - ii. To change the ordinance to pay the two hours of time and a half for call-ins and that it is retroactive to June 27<sup>th</sup>.
  - iii. To draft an ordinance amending Chapter 4 to allow paying for overtime outside regularly scheduled hours with the exception agreed upon between management

and staff as counted as normal workweek and bring it back to PD&T next month.

Motion carried 4 to 1.

17. Public Works - Discussion and possible action regarding drone report. *No action needed.*
18. Public Works - An Ordinance creating Section 6.14 of the Brown County Code entitled, "County Trunk Highway Maintenance and Improvements." To hold until the July PD&T meeting where a public comment session will be held and have Public Works Director Fontecchio send a letter to municipalities within Brown County about the ordinance change.
19. Public Works - Five-Year Facility Maintenance Plan. Receive and place on file.
20. Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). To enter into closed session.
21. Closed Session: Discussion and possible action regarding the placement of Parcel D-212 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. To return to open session.
22. Reconvene in Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). Receive and place on file.
23. Audit of bills. To audit the bills.

A motion was made by Supervisor Erickson and seconded by Supervisor Dantine "to adopt". Supervisor Van Dyck requested item #3 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

3. Internal Auditor - Presentation of the Asphalt Plant Analysis by David Maccoux, Schenck, SC. No action taken.

Following discussion with David Maccoux, a motion was made by Supervisor Nicholson and seconded by Supervisor Erickson "to approve item #3". Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9ei -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF JUNE 27, 2016.**

TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **LAND CONSERVATION SUBCOMMITTEE** met in regular session on June 27, 2016 and recommends the following:

1. Departmental Openings Summary. Receive and place on file.
2. Budget Status Report for May 2016. Receive and place on file.
3. Director's Report:
  - a. Discussion and approval of SEG Transfer from Oconto County. To approve.
  - b. Discussion and approval of NRCS Operational Agreement. To approve.

- c. DATCP – Farmland Preservation Letter to Participants. Receive and place on file.
- d. Land & Water Plan update. Receive and place on file.

A motion was made by Supervisor Dantine and seconded by Supervisor Sieber “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9f -- REPORT OF PUBLIC SAFETY COMMITTEE OF JULY 20, 2016.**

TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **PUBLIC SAFETY COMMITTEE** met in regular session on July 20, 2016 and recommends the following:

1. Clerk of Courts - Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization. *Motion pending Special Public Safety meeting of June 20, 2016. Motion made by Supervisor Evans and seconded by Supervisor Clancy to hold until Clerk of Courts John Vander Leest arrives. Voice vote taken. Motion carried unanimously.*
2. Sheriff - Budget Adjustment Request (16-58): Any increase in expenses with an offsetting increase in revenue. *Motion pending Special Public Safety meeting of June 20, 2016. Motion made by Supervisor Evans and seconded by Supervisor Clancy to suspend the rules and take items 2, 3 & 4 together. Voice vote taken. Motion carried unanimously.*
3. Sheriff - Budget Adjustment Request (16-59): Any increase in expenses with an offsetting increase in revenue. *Motion pending Special Public Safety meeting of June 20, 2016.*
4. Sheriff - Budget Adjustment Request (16-60): Any increase in expenses with an offsetting increase in revenue. *Motion pending Special Public Safety meeting of June 20, 2016. Motion made by Supervisor Evans and seconded by Supervisor Clancy to approve items 2, 3 & 4. Voice vote taken. Motion carried unanimously.*
5. Sheriff - Current Population Overview of the Brown County Jail. *Motion pending Special Public Safety meeting of June 20, 2016. Motion made by Supervisor Nicholson and seconded by Supervisor Clancy to send to staff to continue this process to provide ongoing information. Voice vote taken. Motion carried unanimously.*
6. Sheriff - Resolution re: Reorganization of the Sheriff's Department Table of Organization Housing Corporal and Intake Corporal. *Motion pending Special Public Safety meeting of June 20, 2016. Motion made by Supervisor Evans and seconded by Supervisor Clancy to approve. Voice vote taken. Motion carried unanimously.*
7. Medical Examiner - Update and future projections. *Motion pending Special Public Safety meeting of June 20, 2016. Motion made by Supervisor Evans and seconded by Supervisor Zima to suspend the rules and allow interested parties to speak. Voice vote taken. Motion carried unanimously. Following discussion, a motion was made by Supervisor Evans and seconded by Supervisor Clancy to receive and place on file. Voice vote taken. Motion carried unanimously.*
- 7a. Resolution re: Reclassification of the LTE Legal Assistant I Position in the District Attorney's Office Table of Organization. *Motion pending Special Public Safety Meeting of*

June 20, 2016. Motion made by Supervisor Evans and seconded by Supervisor Clancy to hold. Voice vote taken. Motion carried unanimously.

8. Audit of bills. Motion pending Special Public Safety meeting of June 20, 2016. Motion made by Supervisor Evans and seconded by Supervisor Clancy to approve. Voice vote taken. Motion carried unanimously.

A motion was made by Supervisor Nicholson and seconded by Supervisor Hoyer “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 10 -- Resolutions, Ordinances:**

**Budget Adjustments Requiring County Board Approval**

**No. 10a -- RESOLUTION APPROVING BUDGET ADJUSTMENTS TO VARIOUS DEPARTMENT BUDGETS**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, within the past 30 days departments have submitted the following adjustments to their departmental budgets that, per Wisconsin State Statutes, require approval by a 2/3 vote of the full County Board:

- |                           |  |
|---------------------------|--|
| 16-51<br>UW-<br>Extension | UW-Extension has received funding from Sanimax to offset costs of Breakfast on the Farm<br><b>Amount: \$2,000</b>  |
| 16-57<br>Parks            | This budget adjustment for the Parks Department is due to a grant allocation from the Brown County Professional Football Stadium District for funding not to exceed \$80,000 to pay the cost of a Master Plan and Connectivity Study for the Fairgrounds property. The expense of the plan will be offset by revenue from the Stadium District, not to exceed \$80,000.<br><b>Amount: \$80,000</b>   |
| 16-58<br>Sheriff          | This request is to increase federal grant revenue and related expenses to participate in a Homeland Security Grant that provides funding to purchase night vision/thermal imaging equipment for the ALERT teams for both Brown County and Green Bay Police Department. This grant is administered by Brown County but shared equally between the City and County. Increase revenue and offsetting expenses by \$7,500. No levy impact.<br><b>Amount: \$7,500</b> |
| 16-59<br>Sheriff          | This is to increase outlay expenses offset by an increase in contributed capital received in 2016 for the K-9 dog (Cody) for the Sheriff's Office. The dog was purchased through the Greater Green Bay Community Foundation on behalf of Bay East Animal Hospital and K-9 Vest-A-Dog account. No levy impact.<br><b>Amount: \$12,800</b>   |

16-60  
Sheriff

This request is to increase federal grant revenue and grant expenses to participate in a Homeland Security Grant that provides funding to purchase bomb disrupter packs for the five Wisconsin regional ALERT bomb teams at \$5,640 each. Brown County will act as the lead agency for this grant and will retain one of the packs with the other four packs going to the other teams. Therefore, only the cost of one will be an outlay expense for Brown County. No levy impact.

**Amount: \$28,200**

and,

**WHEREAS**, these budget adjustments are necessary to ensure activities are appropriated and accounted for properly.

**NOW, THEREFORE, BE IT RESOLVED**, that the Brown County Board of Supervisors hereby approves the above listed budget adjustments.

**Respectfully submitted,**

EDUCATION & RECREATION  
COMMITTEE

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

PUBLIC SAFETY COMMITTEE

Approved By: /s/ Troy Streckenbach Dated: July 25, 2016

Authored by Administration

Approved by Corporation Counsel's Office

*Fiscal Note: The fiscal impact is as described in each individual budget adjustment listed above.*

A motion was made by Supervisor Sieber and seconded by Supervisor Lefebvre **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

## **ATTACHMENTS TO RESOLUTION 10A**

### **ON THE FOLLOWING PAGES**

16-51

## BUDGET ADJUSTMENT REQUEST

### Category

### Approval Level

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation   | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"><li>• Reallocation to another account strictly for tracking or accounting purposes</li><li>• Allocation of budgeted prior year grant not completed in the prior year</li></ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation   | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)   | County Exec   |
| <input type="checkbox"/> 5 a)         | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)  | Admin Committee                                       |
| <input type="checkbox"/> 5 b)         | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount  | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund   | Oversight Comm<br>Admin Committee<br>2/3 County Board |

### Justification for Budget Change:

**\*\*2016\*\***

UW-Extension has received funding from Sanimax to offset costs of Breakfast on the Farm.

**Budget Impact \$2000**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4901	Donation	\$2,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5601.400	Intra-county expense Copy Center	\$2,000
<input type="checkbox"/>	<input type="checkbox"/>			

### AUTHORIZATIONS

Judy Knudson  
Signature of Department Head  
Department: UW Extension  
Date: 6/7/16

[Signature]  
Signature of DCA or Executive  
Date: 6/10/16

Revised 4/1/14

10a

16-57

## BUDGET ADJUSTMENT REQUEST

### Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
  - Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- ☐ 9 Any allocation from the County's General Fund

### Approval Level

Dept Head  
Director of Admin  
  
County Exec  
  
County Exec  
  
Admin Committee  
  
Oversight Comm  
2/3 County Board  
  
Oversight Comm  
2/3 County Board  
  
Oversight Comm  
2/3 County Board  
  
Oversight Comm  
2/3 County Board  
  
Oversight Comm  
Admin Committee  
2/3 County Board

### Justification for Budget Change:

This budget adjustment for the Parks Department is due to a grant allocation from the Brown County Professional Football Stadium District for funding not to exceed \$80,000 to pay the cost of a Master Plan and Connectivity Study for the Fairgrounds property. The expense of the plan will be offset by revenue from the Stadium District, not to exceed \$80,000.

**Budget Impact: \$80,000**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.093.001.4901	Donations	\$80,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.062.093.001.5708	Professional Services	\$80,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

*up 6/24/16*

### AUTHORIZATIONS

*Matthew M. Kucera*

Signature of Department Head - Assistant Director

Department: Parks

Date: 6-20-2016

*[Signature]*

Signature of DOA or Executive

Date: 6/24/16

Revised 4/1/14

100



16-58

## BUDGET ADJUSTMENT REQUEST

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
- Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- ☐ 9 Any allocation from the County's General Fund

Approval Level

Dept Head  
Director of Admin

County Exec

County Exec

Admin Committee

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
Admin Committee  
2/3 County Board

Justification for Budget Change:

This request is to increase federal grant revenue and related expenses to participate in a Homeland Security grant that provides funding to purchase night vision/thermal imaging equipment for the ALERT teams for both Brown County and Green Bay Police Department. This grant is administered by Brown County but shared equally between the City and County.

Fiscal Impact: increase revenue and offsetting expense by \$7,500.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grant revenue	7,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5395	Equipment (County portion)	3,750
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5800	Grant expenditures (GBPD portion)	3,750
<input type="checkbox"/>	<input type="checkbox"/>			

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: Security  
 Date: 6/24/16

  
 Signature of County Executive  
 Date: 6/28/16

Revised 4/1/14

10a

16-59

# BUDGET ADJUSTMENT REQUEST

Category	Approval Level
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul>	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board
<input type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
<input type="checkbox"/> 9 Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

## Justification for Budget Change:

This is to increase outlay expenses offset by an increase in contributed capital received in 2016 for the K-9 dog (Cody) for the Sheriff's Office. The dog was purchased through the Greater Green Bay Community Foundation on behalf of Bay East Animal Hospital and K-9 Vest-A-Dog account.

No tax levy money is involved in this adjustment

Fiscal impact: \$12,800 non-levy dollars (expenses offset by donation)

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.9001	Contributed capital	12,800
<input type="checkbox"/>	<input type="checkbox"/>	100.074.001.6110.100	Outlay-other	12,800
<input type="checkbox"/>	<input type="checkbox"/>			

  
 Signature of Department Head  
 Department: Sheriff's  
 Date: 06/24/16

## AUTHORIZATIONS

  
 Signature of COA or Executive  
 Date: 6/28/16

Revised 4/1/14

10a

16-60

# BUDGET ADJUSTMENT REQUEST

Category	Approval Level
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul>	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board
<input type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
<input type="checkbox"/> 9 Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

## Justification for Budget Change:

This request is to increase federal grant revenue for and grant expenses to participate in a Homeland Security grant that provides funding to purchase bomb disrupter packs for the five Wisconsin regional ALERT bomb teams at \$5,640 each. Brown County will act as the lead agency for this grant and will retain one of the packs with the other four packs going to the other teams. Therefore, only the cost of one will be an outlay expense for Brown County.

Fiscal Impact: Increase revenue and offsetting expense by \$28,200.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grant revenue	28,200
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.6110.020	Outlay - equipment (County portion)	5,640
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5800	Grant expenditures (for other teams)	22,560
<input type="checkbox"/>	<input type="checkbox"/>			

  
 Signature of Department Head  
 Department: Suppl. H  
 Date: 06/24/16

## AUTHORIZATIONS

  
 Signature of DOA or Executive  
 Date: 6/28/16

Revised 4/1/14

10a

## **Administration & Executive Committees**

### **No. 10b -- RESOLUTION RE: RECLASSIFICATION OF THE ACCOUNT CLERK II POSITION IN THE TREASURER'S OFFICE**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, the Brown County Treasurer's Department ("Department") currently has a vacant Account Clerk II position ("Position") due to a retirement; and

**WHEREAS**, the Department completed a thorough review of the Position and realigned some of the duties to another staff member to better meet the needs of the Department; and

**WHEREAS**, the duties of the vacant Position are now more aligned with those of an Account Clerk I position; and

**WHEREAS**, the Human Resources Department in conjunction with the Treasurer's Department recommend the reclassification of 1.00 FTE Account Clerk II position in Pay Grade 16 in the Treasurer's table of organization to 1.00 FTE Account Clerk I position in Pay Grade 16 of the Classification and Compensation Plan; and

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Account Clerk II position in Pay Grade 16 in the Treasurer's table of organization to 1.00 FTE Account Clerk I in Pay Grade 16 of the Classification and Compensation Plan.

#### **Budget Impact:**

Treasurer's Department

<b>Partial Year Budget Impact 08/01/16 – 12/31/16</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Account Clerk II	(1.00)	Deletion	\$(15,925)	\$(6,512)	\$(22,437)
Account Clerk I	1.00	Addition	\$ 14,820	\$ 6,346	\$ 21,166
<b>Partial Budget Impact</b>			<b>\$( 1,105)</b>	<b>\$( 165)</b>	<b>\$( 1,270)</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Account Clerk II	(1.00)	Deletion	\$(38,220)	\$(15,628)	\$(53,848)
Account Clerk I	1.00	Addition	\$ 35,568	\$ 15,231	\$ 50,799
<b>Annualized Budget Impact</b>			<b>\$( 2,652)</b>	<b>\$( 397)</b>	<b>\$( 3,049)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution reduces employee expenditures in the Treasurer's 2016 budget by \$1,270.*

Respectfully submitted,

ADMINISTRATION COMMITTEE &  
EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Dated: July 25, 2016

Authored by Human Resources  
Approved by Corporation Counsel's Office

A motion was made by Vice Chair Lund and seconded by Supervisor Blom **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION 10b**  
**ON THE FOLLOWING PAGES**

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** June 20, 2016  
**REQUEST TO:** Administration Committee  
**MEETING DATE:** July 6, 2016  
**REQUEST FROM:** Brittany Zaehringer  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reclassification of the Account Clerk II Position in the Treasurer's Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

The Treasurer's Department has a vacant Account Clerk II position due to a retirement. The department completed a thorough review of the position and realigned some of the duties to another staff member to better meet the needs of the department. The duties of the vacant position are now more aligned with an Account Clerk I position.

**ACTION REQUESTED:**

Reclassify 1.00 FTE Account Clerk II position to 1.00 FTE Account Clerk I position in the Treasurer's Department table of organization.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? 2016 Savings \$(1,270)/Annualized Savings (\$3,049)
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☐ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

10 b

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** ACCOUNT CLERK I  
**REPORTS TO:** TREASURER AND DEPUTY TREASURER  
**DEPARTMENT:** TREASURER

**JOB SUMMARY:**

Customer service oriented position with strong problem-solving and communication skills required. Performs varied and increasingly responsible basic accounting, reporting, and related duties involving the maintaining and reconciliation of records and processing documents related to financial transactions, calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws and regulations; performs related functions as assigned

**ESSENTIAL DUTIES:**

Serves as a primary phone and counter contact in the department. Answers property tax related inquiries from the general public.

Records financial transactions for taxpayers and other County departments; follows up as needed.

Handles cash, prepares bank deposits by scanning checks, locates and corrects balancing errors; reconciles daily cash control reports; performs related tasks.

Verifies and enters assessment, lottery credit, foreclosure lienholder, and mailing address information in the tax system.

Prepares purchase orders

Prints and prepares payroll stubs and accounts payable checks

Mails tax bills, delinquent notices, receipts, and other written correspondence to taxpayers.

Tracks and re-deposits non-sufficient funds checks

Retrieves, opens, sorts, and distributes mail

**MATERIALS AND EQUIPMENT USED:**

General telephone, computer, cash counter, check scanner, folder/sealer machine, and other general office equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate degree in accounting, plus one year bookkeeping experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform these job duties.

**Licenses and Certifications:** None

**Knowledge, Skills and Abilities:**

Ability to communicate effectively both orally and in writing.

Skill in providing good customer service.

Ability to establish and maintain effective working relationships with staff and the public.

Knowledge of basic data processing techniques and procedures.

Knowledge and ability to use a computer and the required software, including spreadsheet and word processing applications.

Ability to operate a variety of standard office equipment.

Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.

Ability to make fairly complex arithmetic computations.

Ability to learn the specialized procedures of the department in which employed.

Ability to work the required hours of the position.

Knowledge of basic accounting practices.

Conversational abilities in Spanish language (speaking and comprehension) a plus.

**PHYSICAL DEMANDS:**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 05/17/16

10b



**Education & Recreation Committee**

**No. 10c -- RESOLUTION ESTABLISHING A SPECIAL EVENT PARKING/CAMPING FEE  
AT THE BROWN COUNTY FAIRGROUNDS**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, the recent loss of Recreational Vehicles (RV) parking/camping areas near Lambeau Field has resulted in a lack of parking for these visitors; and

**WHEREAS**, the Brown County Parks Department realizes the need for increased RV parking around the Greater Green Bay area; and

**WHEREAS**, the fairgrounds property is permitted to hold 100 RV camping units and offers amenities associated with camping; and

**WHEREAS**, Green Bay Metro Transit has installed a public transit pick-up and drop-off location adjacent to the fairgrounds property to meet the needs of Lambeau Field visitors staying at the Brown County Fairgrounds; and

**WHEREAS**, the Brown County Parks Department will need to refrain from scheduling events during Packer event weekends in lieu of hosting additional RV camping units; and

**WHEREAS**, an increase in RV parking/camping fees will supplement other building rentals that may occur during these special event times; and

**WHEREAS**, an increase of parking/camping fees from \$30 per day to \$60 per day for Lambeau Field event weekends would offset reduced Brown County Parks Department's event activity and allow the increased use of RV camping units on the Brown County Fairgrounds.

**NOW, THEREFORE, BE IT RESOLVED**, that the Brown County Board of Supervisors approves this rate and fee increase from \$30 per day to \$60 per day for said special events, including Packer games at Lambeau Field.

Respectfully Submitted,

EDUCATION & RECREATION  
COMMITTEE

Approved By: /s/ Troy Streckenbach Dated: July 25, 2016

Authored by: Parks Department  
Approved by Corporation Counsel's Office

*Fiscal Note: This resolution does not require an appropriation from the General Fund.*

A motion was made by Supervisor De Wane and seconded by Supervisor Gruszynski **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

## ATTACHMENT TO RESOLUTION 10c

### PARK DEPARTMENT Brown County

1150 BELLEVUE STREET, RM 151  
GREEN BAY, WI 54302

PHONE (920) 448-4464 FAX (920) 448-4054

E-MAIL KRIESE\_MM@CO.BROWN.WI.US



MATTHEW M. KRIESE

ASSISTANT PARK DIRECTOR

#### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 06-15-2016

REQUEST TO: Education and Recreation Committee

MEETING DATE: July 5<sup>th</sup> 2016

REQUEST FROM: Matt Kriese

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
New ordinance ☐ Revision to ordinance

TITLE: Increase camping and RV parking at the Brown County Fairgrounds during special events/Packer Games

#### ISSUE/BACKGROUND INFORMATION:

The recent change in RV parking/camping near Lambeau Field has resulted in a lack of parking for these visitors. The past parking allowed for nearly 400 RV parking spots, all of which have been eliminated. The Parks Department realizes the need for increased RV parking around the Greater Green Bay area. Since the Parks Department would need to block off weekends in the fall until the release of the Packer schedule it was determined an increase in RV fees would offset any lost revenue while meeting the needs of out-of-town Packer visitors during game weekends.

#### ACTION REQUESTED:

The Ed & Rec Committee requested a resolution be drafted to increase special event/ Packer game camping/parking on the Fairgrounds property to \$60/day.

#### FISCAL IMPACT:

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☐ Yes ☒ No
- a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
- b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
- c. Is it currently budgeted? ☐ Yes ☒ No
  1. If yes, in which account? \_\_\_\_\_
  2. If no, how will the impact be funded? \_\_\_\_\_

x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

10c

**Executive Committee**

**No. 10d -- ORDINANCE AMENDING SECTION 4.93 OF CHAPTER 4 OF THE BROWN COUNTY CODE ENTITLED "GRIEVANCE PROCEDURE"**

A motion was made by Vice Chair Lund and seconded by Supervisor Hoyer **"to hold item #10d until September County Board meeting"**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 10e -- RESOLUTION RE: AUTHORITY TO EXECUTE A 2016 LABOR AGREEMENT WITH THE BROWN COUNTY COMMUNITY TREATMENT CENTER REGISTERED NURSES**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**NOW, THEREFORE, BE IT RESOLVED**, that the Brown County Board of Supervisors approves a wage adjustment increase of 3% for employees with a pay rate below mid-point, an increase of 2% for employees with a pay rate at mid-point, an increase of 1% for employees with a pay rate above mid-point, an increase of .5% for employees with a pay rate above maximum, and increase any employee with a pay rate below minimum to the minimum pay rate plus 3%, in the 2016 budget with the intent to issue the above percentage that brings employees closest to their market rate. This wage adjustment applies to the employees of the Brown County Community Treatment Center Registered Nurses.

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Community Treatment Center Registered Nurses for the year 2016 effective January 1, 2016.

**BE IT FURTHER RESOLVED** that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

**1. Article 2. WAGE SCHEDULE**

Revise to reflect:

Effective the first day of the pay period that includes January 1, 2016:

0% increase in total base wages for employees with a start date of December 31, 2015, or prior.

**2. Article 3. DURATION OF AGREEMENT**

One year agreement (2016).

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The funding was budgeted in the 2016 budget process.*

Respectfully submitted,  
EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Dated: July 25, 2016

Authored by Human Resources

Approved by Corporation Counsel

A motion was made by Supervisor Evans and seconded by Supervisor Vander Leest “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENT TO RESOLUTION 10e**

**ON THE FOLLOWING PAGE**

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23800  
GREEN BAY, WI 54305-3800



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** June 29, 2016  
**REQUEST TO:** Executive Committee  
**MEETING DATE:** July 11, 2016  
**REQUEST FROM:** Brittany Zaehring  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Authority to Execute a 2016 Labor Agreement with the Brown County Community Treatment Center Registered Nurses

**ISSUE/BACKGROUND INFORMATION:**

The Community Treatment Center Registered Nurses bargaining unit is certified for 2016. A Tentative Agreement (TA) was reached between Brown County and the RN's unit. A vote took place and the TA was ratified by members of the unit.

**ACTION REQUESTED:**

Authorization to execute a 2016 labor agreement with the Brown County Community Treatment Center Registered Nurses bargaining unit.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No Funding was budgeted in the 2016 budget process.
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☐ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

*De*

No. 10f -- **ORDINANCE TO AMEND SECTIONS 4.49 AND 4.57 OF THE BROWN COUNTY CODE OF ORDINANCES ENTITLED, RESPECTIVELY, AS "EXTRA PAY" AND "POLICY"**

A motion was made by Supervisor Erickson and seconded by Supervisor Sieber **"to refer Ordinance back to Planning, Development & Transportation, Administration and Executive Committees"**. Voice vote taken. Motion carried unanimously with no abstentions.

**Human Services and Executive Committees**

No. 10g -- **RESOLUTION RE: REORGANIZATION OF THE HUMAN SERVICES – COMMUNITY TREATMENT CENTER TABLE OF ORGANIZATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, the Nutritional Services Manager position in the Human Services – Community Treatment Center ("Department") table of organization is currently vacant; and,

**WHEREAS**, due to this vacancy the Department completed a thorough evaluation of key management duties for the Department in the areas of food production, staff management and clinical nutrition oversight; and,

**WHEREAS**, the Department is required by regulatory statutes to have a Registered Dietitian to assess the nutritional needs of the clients in the hospital, nursing home and CBRF and approve client menus. The Nutritional Services Manager position fulfills these duties as well as overseeing the food service staff; and,

**WHEREAS**, it was determined it would be more efficient for the Department if the Registered Dietitian position focused solely on the dietary requirements and the Food Services Supervisor position would oversee the food service staff; and,

**WHEREAS**, Human Resources in conjunction with the Department recommend the following changes to the Department's table of organization: Deletion of (1.00) FTE Nutritional Services Manager position in pay grade 11 of the Classification and Compensation Plan and the addition of 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 of the Classification and Compensation Plan and the deletion of (0.50) FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan and the addition of 1.00 FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan; and,

**WHEREAS**, the cost would be offset by reducing funds for the On-Call Dietitian position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the following changes to the Human Services – Community Treatment Center table of organization: Delete (1.00) FTE Nutritional Services Manager position in pay grade 11 of the Classification and Compensation Plan and add 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 of the Classification and Compensation Plan and delete (0.50) FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan and

add 1.00 FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan.

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors that the cost will be offset by a reduction in funds for the On-Call Dietitian position.

**Budget Impact:**

Human Services – Community Treatment Center

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Nutritional Services Manager	(1.00)	Deletion	\$(65,187)	\$(19,458)	\$(84,645)
Nutrition Services Coordinator (Registered Dietitian)	0.80	Addition	\$ 43,614	\$ 14,774	\$ 58,388
Food Services Supervisor	(0.50)	Deletion	\$(25,376)	\$( 8,944)	\$(34,320)
Food Services Supervisor	1.00	Addition	\$ 50,752	\$ 17,500	\$ 68,252
On-Call Dietician Funds		Deletion			\$( 7,675)
<b>Annualized Budget Impact</b>					<b>- 0 -</b>

*Fiscal Note:* This resolution does not have a fiscal impact; and therefore does not require an appropriation from the General Fund.

Respectfully submitted,

HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Dated: July 25, 2016

Authored by Human Resources  
Final Draft Approved by Corporation Counsel's Office

A motion was made by Supervisor Hoyer and seconded by Supervisor Zima **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION 10g**

**ON THE FOLLOWING PAGES**

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23800  
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** June 10, 2016  
**REQUEST TO:** Human Services Committee  
**MEETING DATE:** June 29, 2016  
**REQUEST FROM:** Brittany Zaehringer  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reorganization of the Human Services – Community Treatment Center Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

The Nutritional Services Manager position in the Human Services – CTC table of organization is currently vacant. A thorough evaluation of key management duties for the department in the areas of food production, staff management and clinical nutrition oversight was completed. A reorganization of the required Registered Dietitian services and supervisory duties would be more efficient.

**ACTION REQUESTED:**

Change the Human Services – CTC table of organization by deleting 1.00 FTE Nutritional Services Manager position in pay grade 11 and adding 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 and deleting (0.50) FTE Food Services Supervisor in pay grade 14 and adding 1.00 FTE Food Services Supervisor in pay grade 14 in the Classification and Compensation Plan. The cost will be offset by reducing funds for the On-Call Dietitian position.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
- a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
- b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
- c. Is it currently budgeted? ☒ Yes ☐ No
  1. If yes, in which account? Reduce funds for the On-Call Dietitian position.
  2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** FOOD AND NUTRITION SERVICES COORDINATOR  
**REPORTS TO:** HOSPITAL AND NURSING HOME ADMINISTRATOR  
**DEPARTMENT:** HUMAN SERVICES - COMMUNITY TREATMENT CENTER

**JOB SUMMARY:**

Coordinates and evaluates all food and nutrition operations in compliance with regulatory requirements. Plans, coordinates, and evaluates the personnel and activities of the food and nutrition services department that report to this position. Supports food and equipment purchasing decisions. Manages budget and human resources needs of staff. Develops and implements department policies. Directs administrative and clinical operations of the clinical nutrition services, providing leadership and oversight to ensure quality and effective clinical nutrition services. Determines resource needs and oversees departmental operational and capital budgets. Oversees department performance improvement activities in accordance with organizational and regulatory agency requirements. Ensures food and nutrition services meet health, safety, and welfare standards with respect to nutrition; develops and enforces policies and procedures.

**ESSENTIAL DUTIES:**

Supervises, plans, schedules, and assigns work to subordinates.

Evaluates food products based on customer acceptance, cost, quality, and quantity; modifies the food and nutrition program as needed to meet expectations.

Develops interdepartmental communication for effective food and nutrition service systems management.

Develops and maintains organizational and departmental goals, policies, and procedures.

Ensures that food and nutrition services are in compliance with state, county, and local inspection standards.

Directs department Quality Assurance and Performance Improvement Program in conjunction with the Food Services Manager; ensures compliance with departmental policies and procedures.

Provides clinical nutrition services for clients in nursing home units; consults with staff and families on nutrition problems; assesses clients' needs; charts clinical assessments and recommendations; ensures nutrition problems are addressed and needs are met in an appropriate and effective manner. Monitors and evaluates nutrition interventions.

Provides nutrition consults and assessments for psychiatric hospital and CBRF.

Oversees group nutrition programming for psychiatric hospital. Writes group nutrition curriculum.

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ensuring timely topics and current education materials are used. Audits the documentation of subordinates and facilitates corrective action as needed.

Provides oversight to all clinical dietitians, including their assessment, planning, evaluation, and nutrition care of patients.

Writes general and therapeutic menus and nourishments; modifies diets according to physician's orders. Makes recommendations for diet orders on nursing home, hospital, and CBRF.

Serves as liaison between medical and nursing staff.

Attends admission, discharge, and other care client conferences as clinically needed.

Directs and monitors department clinical nutrition educational programs . Provide education to staff, residents, and clients as needed.

Participates in department and county committees as needed.

Assists with catering program for special functions such as luncheons, employee recognition meetings, Christmas parties, open house, county functions, etc. at the Community Treatment Center; ensures that meals are pleasing, sanitary and healthy.

Maintains the confidential nature of client business information.

**NON-ESSENTIAL DUTIES:**

Performs other related functions as assigned.

**MATERIAL AND EQUIPMENT USED:**

General office equipment  
Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Educational and Experience:**

Bachelor's Degree from an accredited college or university in Food and Nutrition or Dietetics and 1200 hour dietetic internship; or Master's Degree; plus three years' experience in food and nutrition services; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities for a registered dietitians.

**License and Certifications:**

National Dietetic Registration (Accrediting Body: CDR/Academy of Nutrition and Dietetics)

Certified Dietitian in the state of WI

**Knowledge, Skills and Abilities:**

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Knowledge of clinical and administrative dietetics including normal and therapeutic food and nutrition services.

Knowledge of food and nutrition planning, assessment, patterns, and modified diets.

Knowledge of long term care and hospital clinical and behavioral nutrition standards and regulations.

Knowledge of clinical nutrition assessment, diagnosis and interventions with ability to monitor and evaluate interventions and care plans.

Knowledge of therapeutic diet interventions for behavioral health and clinical nutrition problems.

Knowledge of food service administration including budgeting, personnel management, and recipe development and adjustment.

Knowledge of state and federal quality food service and clinical nutrition standards and regulations.

Knowledge of proper food storage and food service equipment.

Knowledge of food specifications.

Knowledge of employee relations, ethics, labor laws and standards of regulatory agencies governing food service operations.

Ability to supervise and manage subordinates.

Ability to organize and plan activities.

Ability to motivate personnel to ensure completion of assignments.

Ability to interact with clients in a therapeutic manner.

Ability to maintain confidential information.

Ability to address difficult situations with clients in a tactful manner.

Ability to identify problems and make necessary changes to optimize department objectives.

Ability to organize and conduct nutrition focused client group sessions.

Ability to work required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

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Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operation controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 06/15/16

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** FOOD SERVICES SUPERVISOR  
**REPORTS TO:** HOSPITAL AND NURSING HOME ADMINISTRATOR  
**DEPARTMENT:** HUMAN SERVICES - COMMUNITY TREATMENT CENTER

**JOB SUMMARY:**

Directs, supervises, plans, and evaluates all food and nutrition production operations in compliance with regulatory requirements. Plans, coordinates, and evaluates the personnel and activities of the food and nutrition services department. Directs food and equipment purchasing. Manages budget and human resources needs of staff. Develops and implements department policies. Determines resource needs and oversees departmental operational and capital budgets. Oversees department performance improvement activities in accordance with organizational and regulatory agency requirements. Ensures food and nutrition services meet health, safety, and welfare standards with respect to nutrition.

**ESSENTIAL DUTIES:**

Supervise, plan, schedule, and direct work for the food and nutrition services staff members.

Purchase food supplies; write food specifications; develop standardized recipes.

Maintain inventory of food and cooking supplies.

Complete staffing work schedules; adjusts schedule to cover employee vacation, sick time and emergency situations.

Establish work methods, job descriptions, and standards of performance for employees.

Complete employee performance appraisals.

Responsible for on-call duties in relation to the operation and staffing needs to maintain the 24/7 operation of the department.

Monitor quality improvement operational procedures for the department, including food procurement, production, tray line, meal service, dish room and equipment cleaning.

Coordinate staff meetings, in-services, and training needs for the department.

Process diet orders and diet change orders.

Maintain department records, order guides, purchase orders, and requisitions.

Request equipment repair orders and maintains records on equipment repair.

Orientate, onboard, and educate new and existing staff members to meet the needs of the department.

Assist with tray line, the receipt of deliveries and storage of supplies in the absence of available personnel.

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Complete and maintain necessary documentation according to applicable requirements, codes, and policies.

Develop interdepartmental communication for effective food and nutrition service systems management.

Prepare department budget; develops financial objectives to meet organizational and departmental goals, policies, and economic constraints.

Develop and maintain organizational and departmental goals, policies, and procedures.

Establish work methods, job descriptions, and standards of performance for employees.

Ensure that food and nutrition services are in compliance with state, county, and local inspection standards.

Maintain complex records and files for future reference; ensures organization of files allows for prompt retrieval of information.

Make recommendations to hire, promote, transfer, terminate subordinate staff; disciplines in accordance with policies and procedures.

Serve as a member of the hospital quality assurance and performance improvement committee, department manager committee, and facility safety disaster committee.

Oversee and direct catering program for special functions such as luncheons, employee recognition meetings, Christmas parties, open house, county functions, etc. at the Community Treatment Center; ensures that meals are pleasing, sanitary and healthy.

**NON-ESSENTIAL DUTIES:**

Performs other related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment  
Computer  
Institutional food service equipment  
Diet manual and nutrition composition handbooks  
Equipment manuals  
Food service reference materials

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Dietetic Technician Associates degree, plus two years hospital/long term care/corrections supervisory experience; or Dietary Managers certification, plus 4 years supervisory hospital/long term care/corrections experience; or Bachelor of Science degree in dietetics or foods and nutrition; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Required: ServSafe certification.

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Preferred but not required: Dietetic Technician, Registered or Certified Dietary Manager/Certified Food Protection Professional.

**Knowledge, Skills and Abilities:**

Knowledge of dietetics in both clinical nutrition and the administration of institutional food services, including knowledge of normal and therapeutic nutrition as related to menu planning; procurement; preparation and storage of food and food service equipment; food specifications; and principles of supervision.

Knowledge of employee relations, ethics, labor laws and standards of regulatory agencies governing food service operations.

Knowledge of hazards involved in working with food service equipment, chemicals and work environment.

Knowledge of and ability to utilize a computer and the required software.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff, and the public.

Ability to select, assign and supervise employees.

Ability to organize, plan activities and problem solve.

Ability to understand and carry out policies and procedures.

Ability to interact with clients in a therapeutic manner.

Ability to maintain the confidential nature of client and business information.

Ability to meet time schedules.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 50 pounds maximum with the assistance of another person and frequent lifting and/or carrying of objects weighing up to 25 pounds.

Extended periods of sitting, intermittent standing and walking.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

## **Public Safety and Executive Committees**

### **No. 10h -- RESOLUTION RE: RECLASSIFICATION OF THE CLERK/TYPIST II POSITION IN THE CLERK OF COURTS TABLE OF ORGANIZATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, the Brown County Clerk of Courts Office has a high volume of court appeals that must be responded to in a timely fashion; and,

**WHEREAS**, the Clerk of Courts Office has requested to reclassify a Clerk/Typist II position to a Deputy Clerk of Courts I to create more flexibility within the department when assigning Deputy's to court appeals; and

**WHEREAS**, due to the complexity of the work being performed, a Deputy Clerk of Courts I position is required; and

**WHEREAS**, the Human Resources Department in conjunction with the Clerk of Courts Office recommends the reclassification of 1.00 FTE Clerk/Typist II position to 1.00 FTE Deputy Clerk of Courts I in Pay Grade 14 of the Classification and Compensation Plan.

**WHEREAS**, the cost of this reclassification will be offset by deleting (0.80) FTE Deputy Clerk of Courts I position when the current employee retires on July 6, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Clerk/Typist II position in the Clerk of Courts table of organization to 1.00 FTE Deputy Clerk of Courts I in Pay Grade 14 of the Classification and Compensation Plan, effective July 7, 2016, contingent upon the scheduled retirement of the 0.80 FTE Deputy Clerk of Courts I position.

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors, the deletion of (0.80) FTE Deputy Clerk of Courts I position effective July 7, 2016.

**Budget Impact:**

Clerk of Courts

<b>Partial Year Budget Impact (7/1/15 – 12/31/16)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Clerk/Typist II	(1.00)	Deletion	\$(13,631)	\$( 6,996)	\$(20,627)
Deputy Clerk of Courts I	(0.80)	Deletion	\$(11,912)	\$( 5,752)	\$(17,664)
Deputy Clerk of Courts I	1.00	Addition	\$ 19,169	\$ 7,823	\$ 26,992
<b>Partial Year Budget Impact</b>			<b>\$( 6,374)</b>	<b>\$( 4,925)</b>	<b>\$(11,299)</b>



<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Clerk/Typist II	(1.00)	Deletion	\$(27,261)	\$(13,993)	\$(41,254)
Deputy Clerk of Courts I	(0.80)	Deletion	\$(23,824)	\$(11,504)	\$(35,328)
Deputy Clerk of Courts I	1.00	Addition	\$ 38,337	\$ 15,647	\$ 53,984
<b>Annualized Budget Impact</b>			<b>\$(12,748)</b>	<b>\$( 9,850)</b>	<b>\$(22,598)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The Table of Organization change will result in a savings of \$11,299.00 for fiscal year 2016.*

Respectfully submitted,

PUBLIC SAFETY COMMITTEE  
EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Dated: July 25, 2016

Authored by Human Resources  
Approved by Corporation Counsel's Office

A motion was made by Supervisor Buckley and seconded by Supervisor Clancy **"to adopt"**.  
Voice vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION 10h**  
**ON THE FOLLOWING PAGES**

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** May 26, 2016  
**REQUEST TO:** Public Safety Committee  
**MEETING DATE:** June 1, 2016  
**REQUEST FROM:** Brittany Zaehring  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

The Clerk of Courts Office has a high volume of court appeals that they must respond to in a timely fashion. The department has requested to reclassify a Clerk/Typist II position to a Deputy Clerk of Courts I because more flexibility is needed within the department when assigning the Deputy's to court appeals.

**ACTION REQUESTED:**

Reclassify 1.00 FTE Clerk/Typist II position to 1.00 FTE Deputy Clerk of Courts I position in the Clerk of Courts table of organization. The cost will be offset by deleting (0.80) FTE Deputy Clerk of Courts I position when the current employee retires on July 6, 2016.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? Savings of \$(11,299) Partial Year/\$(22,598) Annual
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☐ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

10h

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** DEPUTY CLERK OF COURTS I  
**REPORTS TO:** CLERK OF COURTS  
**DEPARTMENT:** CLERK OF COURTS

**JOB SUMMARY:**

Performs moderately complex and responsible legal and clerical work dealing with all areas of the Courts.

**ESSENTIAL DUTIES:**

Assists in maintaining and drawing jurors for jury panels.

Maintains record system on juror's service.

Prepares vouchers for payment for interpreters, attorneys, court reporters, and expert witnesses.

Collects fees and writes receipts.

Prepares reports on court activities and submits to proper state authorities.

Verifies and answers inquiries of a non-restricted nature regarding criminal and civil records.

Prepares a variety of legal papers such as commitments, judgments, warrants, orders of transfer, notices of case rescheduling, appeals.

Files legal papers.

Provides back-up duties in the Court area.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment  
Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

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High School Diploma, plus two years of office experience, with at least one year in a legal environment; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certificates:**

None.

**Knowledge, Skills, and Abilities:**

Knowledge of legal documents and legal terminology.

Knowledge of English grammar and spelling.

Knowledge of simple bookkeeping practices.

Knowledge of office procedures.

Knowledge of and ability to use a computer and required software.

Ability to learn and apply specialized knowledge and skills in the department.

Ability to perform full data entry functions at a rate of 90 net keystrokes per minute.

Ability to take accurate minutes of legal proceedings.

Ability to maintain accurate legal records.

Ability to learn, interpret and apply policies, regulations, procedures and laws which relate to departmental operations.

Ability to accept responsibility and exercise independent judgment.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting and reaching.

Communicating orally in a clear manner.

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Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 06/30/15

No. 10i -- **RESOLUTION RE: RECLASSIFICATION OF THE LTE LEGAL ASSISTANT I POSITION IN THE DISTRICT ATTORNEY'S OFFICE TABLE OF ORGANIZATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, the Brown County District Attorney's Office table of organization currently includes a 1.00 FTE LTE Legal Assistant I position ("Position"); and

**WHEREAS**, this Position is performing highly responsible, complex and confidential legal secretarial and clerical work assisting the attorneys in the District Attorney's Office.

**WHEREAS**, it was determined that this Position is performing duties more in line with the duties performed by the Legal Assistant II position; and,

**WHEREAS**, the level of responsibility and the knowledge, skills, and abilities necessary to perform the required duties of this Position are similar to a Legal Assistant II; and,

**WHEREAS**, the Human Resources Department in conjunction with the District Attorney's Office recommend the reclassification of 1.00 FTE LTE Legal Assistant I position to 1.00 FTE Legal Assistant II position in Pay Grade 14 of the Classification and Compensation Plan; and,

**WHEREAS**, funds to cover the costs resulting from the reclassification of this Position are available in the District Attorney's Personnel Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the reclassification of 1.00 FTE LTE Legal Assistant I position in the District Attorney's Office table of organization to 1.00 FTE Legal Assistant II position in Pay Grade 14 of the Classification and Compensation Plan.

**Budget Impact:**  
District Attorney

<b>Partial Year Budget Impact (7/1/15 – 12/31/16)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
LTE Legal Assistant I	(1.00)	Deletion	\$(16,380)	\$( 7,406)	\$(23,786)
Legal Assistant II	1.00	Addition	\$ 18,476	\$ 7,719	\$ 26,195
<b>Partial Year Budget Impact</b>			<b>\$ 2,096</b>	<b>\$ 313</b>	<b>\$ 2,409</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
LTE Legal Assistant I	(1.00)	Deletion	\$(32,760)	\$(14,813)	\$(47,573)
Legal Assistant II	1.00	Addition	\$ 36,953	\$ 15,438	\$ 52,391
<b>Annualized Budget Impact</b>			<b>\$ 4,193</b>	<b>\$ 625</b>	<b>\$ 4,818</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The District Attorney will be able to absorb the increased cost within his 2016/2017 Budget.*

Respectfully submitted,

PUBLIC SAFETY COMMITTEE &  
EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Dated: July 25, 2016

Authored by Human Resources  
Approved by Corporation Counsel's Office

A motion was made by Supervisor Buckley and seconded by Supervisor De Wane **"to adopt"**.  
Voice vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION 10i**  
**ON THE FOLLOWING PAGES**

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** May 16, 2016  
**REQUEST TO:** Public Safety Committee  
**MEETING DATE:** June 1, 2016  
**REQUEST FROM:** Brittany Zaehring  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reclassification of the LTE Legal Assistant I Position in the District Attorney's Office Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

It has been determined that the LTE Legal Assistant I position in the District Attorney's Office is performing duties more in line with the Legal Assistant II position. The level of responsibility and the knowledge, skills and abilities necessary to perform the required duties of this position are similar to a Legal Assistant II.

**ACTION REQUESTED:**

Reclassify 1.00 FTE LTE Legal Assistant I position to 1.00 FTE Legal Assistant II position in the District Attorney's table of organization.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? \$2,409 Partial Year / \$4,818 Annualized
  - b. If part of a bigger project, what is the total amount of the project? \$
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? District Attorney's salary and fringe accounts
    2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

10i



**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** LEGAL ASSISTANT II  
**REPORTS TO:** OFFICE MANAGER II  
**DEPARTMENT:** DISTRICT ATTORNEY

**JOB SUMMARY:**

Performs moderately complex and responsible legal secretarial work of a non-routine nature to assist professional legal staff.

**ESSENTIAL DUTIES:**

Drafts criminal complaints, offer memos, summons, information's, amended criminal complaints, amended information's, motions, jury instructions, warrants, subpoenas, order to produce and miscellaneous correspondence including letters and memorandums.

Notifies law enforcement officers, victim/witnesses and professionals for hearings.

Enters data information on case files.

Compiles data and prepares various reports in compliance with departmental regulations and policies, state statutes, and constitutional law.

Maintains a calendar or record of appointments, meetings, court hearings and other events.

Maintains case files, assists attorneys in meeting statutory and court deadlines and makes appointments as instructed and issues reminders.

Performs receptionist and/or counter duties, answers inquiries regarding departmental policies and regulations and services, explains court processes; provides information relating to cases or refers inquiries to the proper official or department.

Opens, sorts, dates, and distributes mail and prepares articles for mailing.

Occasionally runs files to court

Reproduces multiple copies of work.

May assist and/or assume assigned responsibilities of Office Manager.

**NON-ESSENTIAL DUTIES**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

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General office equipment  
Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma supplemented by legal secretarial/paralegal courses required, plus three years legal office experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Ability to become Time Certified.

**Knowledge, Skills and Abilities:**

Knowledge of general office skills, practices and procedures.

Knowledge of English grammar, spelling, legal terminology, and the court system.

Knowledge of simple bookkeeping.

Knowledge of assigned department operations, organization, terminology, policies, procedures and laws governing the department operations or ability to acquire such knowledge during a reasonable period of training.

Knowledge of and ability to utilize a computer and the required software.

Ability to type at a minimum rate of 50 net words per minute.

Ability to make basic arithmetic calculations.

Ability to effectively utilize transcription equipment.

Ability to follow fairly complex oral and written instructions.

Ability to answer inquiries and complaints with tact and courtesy.

Ability to accept responsibility, exercise independent judgment and make appropriate decisions.

Ability to maintain the confidentiality of departmental practices, as applicable.

Ability to independently prepare routine and non-routine legal documents and correspondence and comprehend/interpret and summarize various documents.

Ability to instruct, assign work, train and monitor the work of others.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 05/17/16

No. 10j -- **RESOLUTION RE: REORGANIZATION OF THE SHERIFF'S DEPARTMENT  
TABLE OF ORGANIZATION HOUSING CORPORAL AND INTAKE  
CORPORAL**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, the Sheriff's Department ("Department") table of organization currently includes 12.0 FTE Housing Corporal positions and 6.00 FTE Intake Corporal positions in the Jail Division; and,

**WHEREAS**, the Intake Corporal position duties are more complex than the Housing Corporal position duties; specifically, as relating to the responsibilities for reviewing legal paperwork and inmate documents at the time of booking and release from custody. The Intake Corporal position will be cross trained in the Housing Corporal position responsibilities; and,

**WHEREAS**, the Intake Corporals get forced to work overtime on a regular basis and have limited options for trading shifts, making this a less desirable position than the Housing Corporal position; and,

**WHEREAS**, a significant amount of overtime is incurred due to the limited number of Intake Corporal positions in the current table of organization structure; and,

**WHEREAS**, the Department has requested to reorganize their structure by reducing the number of Housing Corporals from 12.00 FTE to 9.00 FTE and increasing the number of Intake Corporals from 6.00 FTE to 9.00 FTE. This would reduce overtime, increase efficiency and make the Intake Corporal position more desirable; and,

**WHEREAS**, the Human Resources Department in conjunction with the Sheriff's Department recommends the deletion of (3.00) FTE Housing Corporal positions and the addition of 3.00 FTE Intake Corporal positions in the Sheriff's Department table of organization. There are currently three open positions so this change would cause minimal disruption; and,

**WHEREAS**, the cost of the reorganization will be offset by reduced overtime costs.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the reorganization of the Sheriff's Department table of organization by deleting (3.00) FTE Housing Corporal positions and adding 3.00 FTE Intake Corporal positions.

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors, the cost of the reorganization will be offset by a savings in budgeted overtime funds.

**Budget Impact:**  
Sheriff's Department

<b>Partial Year Budget Impact (08/01/16 – 12/31/16)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Housing Corporal @ \$24.57/hour	(3.00)	Deletion	\$(58,820)	\$(20,743)	\$(79,563)
Intake Corporal @ \$24.83/hour	3.00	Addition	\$ 59,442	\$ 20,836	\$ 80,278
Budgeted Overtime Savings					\$( 715)
<b>Annualized Budget Impact</b>					<b>\$ - 0 -</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Housing Corporal @ \$24.57/hour	(3.00)	Deletion	\$(145,650)	\$(53,365)	\$(197,015)
Intake Corporal @ \$24.83/hour	3.00	Addition	\$ 147,192	\$ 51,595	\$ 198,787
Budgeted Overtime Savings					\$( 1,772)
<b>Annualized Budget Impact</b>					<b>\$ - 0 -</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution has no projected fiscal impact on the Sheriff's 2016 Budget.*

Respectfully submitted,

PUBLIC SAFETY COMMITTEE &  
EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Dated: July 25, 2016

Authored by Human Resources  
Approved by Corporation Counsel

A motion was made by Supervisor De Wane and seconded by Supervisor Brusky **"to adopt"**.  
Voice vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION 10j**  
**ON THE FOLLOWING PAGES**

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** June 21, 2016  
**REQUEST TO:** Public Safety Committee  
**MEETING DATE:** July 6, 2016  
**REQUEST FROM:** Brittany Zaehringer  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reorganization of the Sheriff's Department Table of Organization  
(Housing Corporal and Intake Corporal)

**ISSUE/BACKGROUND INFORMATION:**

The Sheriff's Department table of organization currently includes 12.00 FTE Housing Corporal positions and 6.00 FTE Intake Corporal positions. There is a need for additional Intake Corporals who are responsible for reviewing legal paperwork and inmate documents at the time of booking and release from custody. Overtime costs would be reduced by having additional Intake Corporals. Intake Corporals will be cross trained in Housing Corporal responsibilities.

**ACTION REQUESTED:**

Reorganize the Sheriff's Department table of organization by deleting (3.00) FTE Housing Corporal positions and adding 3.00 FTE Intake Corporal positions.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? Cost will be offset by a reduction in budgeted overtime funds.
    2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** HOUSING (LANCE) CORPORAL

**REPORTS TO:** JAIL ADMINISTRATION (CAPTAIN)/JAIL LIEUTENANT WATCH  
COMMANDER

**DEPARTMENT:** SHERIFF/JAIL

**JOB SUMMARY:**

Provides supervision and direction to all staff and inmates in their assigned facility. Oversees work involving the care, safety, custody and detention of inmates in the Jail Division. Provides a positive rehabilitative influence to all inmates; ensures compliance with all applicable state and federal laws; and acts within the parameters of the Brown County Jail and Juvenile Detention Center policies and procedures.

**ESSENTIAL DUTIES:**

Effectively use physical force in order to control inmates that are not compliant with staff directives.

Control the behaviors of inmates in order to prevent disturbances, damage to the facility, assaults, escapes, death and/or great bodily harm.

Physical conditioning is required due to the environment in which they work. The Correctional Officer must be able to defend themselves and others from physical harm. They are either fit for duty or they are not able to function within the environment.

Effectively perform searches on individuals, cells and areas to prevent the introduction of contraband (weapons, drugs, etc.) into the facility.

Gather evidence; take crime scene photos, record statements of victims and witnesses in order to build criminal cases on incidents within the facility.

Perform rescue operations in the case of a fire emergency. These duties would include the following: donning SCBA; conducting searches in a smoke/fire filled environment to remove inmates from the area of danger and fire suppression with either extinguishers or hoses.

**ADDITIONAL DUTIES:**

Perform all Correctional Officer job duties above standards.

Supervise housing and security staff in the Jail Division.

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Maintain security and discipline in the Jail Division.

Ensure compliance with policy and procedures for the Jail Division.

Encourage and support programming for the Jail Division.

Oversee operations in the Jail Division.

Maintain professional working relationships with stakeholders (Attorneys, Volunteers, Probation and Parole, Law Enforcement Agencies, etc.).

Review logs, progress notes, incident reports, etc.

Evaluate and determine training needs of Jail Division staff.

Conduct routine inspection and maintenance of jail equipment.

Answer inquiries regarding departmental policies or regulations or refer inquiries to the proper department or official.

Perform all other duties as directed by competent authority.

**MATERIALS AND EQUIPMENT USED:**

Restraints (Handcuffs, RIPP restraints, Restraint Chair, etc.)

Use of Force Equipment (Taser, Baton, Oleoresin Capsicum (OC), etc.)

Magnetometer (Metal Detector) and Hand held metal detector

SCBA (Self Contained Breathing Apparatus) and Gas Masks Pulse-ox Machine (medical)

AED (Automated External Defibrillator)

Multiple Computer systems (Inmate Management System, Security Electronics, Photo Imaging System, Fingerprint System, Inmate Commissary Account, Inmate Phone System, Fire Support System, Radio System, etc.)

General office equipment (Scanner, Fax, Copiers)

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associates Degree in Correctional Science, Police Science or Sociology, or a Bachelor's Degree from an accredited university or college in a related field preferred; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. Two years of facility specific correctional experience in the Brown County Jail.

**Licenses and Certifications:**

Jail Certification

First Aid, A.E.D. and C.P.R. Certification

Notary Public



**Knowledge, Skills, and Abilities:**

Ability to defend themselves and others from physical assault.

Ability to physically control the behavior of combative / assaultive inmates. Ability

to recognize dangerous behaviors prior to a physical assault.

Ability to work in confined spaces.

Ability to quickly remove an inmate from a dangerous situation and in case of fire or other emergency, supervise the immediate evacuation of inmates.

Knowledge of department policies and procedures.

Knowledge of and ability to utilize a computer and required software.

Knowledge of federal and state laws which apply to jails and secure detention facilities and of related care, treatment and security programs.

Knowledge of techniques in inmate control and precautionary measures used in escorting and supervising inmate work details.

Knowledge of rules and regulations governing the secure detention facility including Wisconsin Department of Corrections Administrative Codes 350, 348 and 346.

Knowledge of inmate behavior, interpersonal relations and social interactions.

Knowledge of methods and practices of jail security.

Ability to serve as a positive role model for inmates and provide effective direction and Supervision.

Ability to establish and maintain effective customer service relationships with staff and the public.

Ability to adapt to the changing procedures as they apply to the different sections and different classifications of inmates within the jail.

Ability to communicate and respond effectively to both oral and written instructions.

Notary Public for the Jail Division.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Ability to pass the initial physical screening (supporting a 140# dummy, stair run with SCBA, dummy drag, etc.).

Ability to physically control an inmate resisting verbal direction.

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Ability to physically restrain inmates when dealing with physical confrontation.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Intermittent bending, twisting, squatting, climbing, reaching and grappling.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 9/10/15

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** INTAKE CORPORAL

**REPORTS TO:** JAIL ADMINISTRATOR (CAPTAIN)/JAIL LIEUTENANT  
WATCH COMMANDER

**DEPARTMENT:** SHERIFF/JAIL

**JOB SUMMARY:**

Responsible for overseeing all intake operations in the Brown County Jail. Ensures that all inmates are processed and released in compliance with all applicable county codes, city ordinances and applicable state and federal laws. Provides supervision and direction to all staff and inmates in their assigned facility. Oversees work involving the care, safety, custody and detention of inmates in the Jail Division. Provides a positive rehabilitative influence to all inmates; ensures compliance with all applicable state and federal laws; and acts within the parameters of the Brown County Jail and Juvenile Detention Center policies and procedures.

**ESSENTIAL DUTIES:**

Effectively use physical force in order to control inmates that are not compliant with staff directives.

Control the behaviors of inmates in order to prevent disturbances, damage to the facility, assaults, escapes, death and/or great bodily harm.

Physical conditioning is required due to the environment in which they work. The Correctional Officer must be able to defend themselves and others from physical harm. They are either fit for duty or they are not able to function within the environment.

Effectively perform searches on individuals, cells and areas to prevent the introduction of contraband (weapons, drugs, etc.) into the facility.

Gather evidence; take crime scene photos, record statements of victims and witnesses in order to build criminal cases on incidents within the facility.

Perform rescue operations in the case of a fire emergency. These duties would include the following: donning SCBA; conducting searches in a smoke/fire filled environment to remove inmates from the area of danger and fire suppression with either extinguishers or hoses.

**ADDITIONAL DUTIES:**

Perform all Correctional Officer job duties above standards.

Supervise intake, visiting and security staff in the Jail Division.

Maintain security and discipline in the Intake and Visiting areas.

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Ensure compliance with policy and procedures for the Jail Division.

Maintain professional working relationships with stakeholders (Attorneys, Volunteers, Probation and Parole, Law Enforcement Agencies, Courts, etc.).

Run criminal histories, warrant inquiries on bookings and releases.

Oversee the mandated collection of DNA for new arrests.

Ensure compliance with the collection of photos and fingerprints for the State and Federal databases.

Review logs, progress notes, incident reports, etc.

Ensure all court paperwork is accurately entered. Follow up with Clerk of Courts on concerns/questions in paperwork.

Evaluate and determine training needs of Intake/Visitation staff.

Conduct routine inspection and maintenance of jail equipment.

Answer inquiries regarding departmental policies or regulations or refer inquiries to the proper department or official.

Assess new/current inmates for medical/mental health risks based upon good correctional practice and current Jail Division policy.

Create court scheduling for new bookings.

Maintain accurate intake, release and disposal of inmate property.

Notary Public for Jail Division.

Perform all other duties as directed by competent authority.

#### **MATERIALS AND EQUIPMENT USED:**

Restraints (Handcuffs, RIPP restraints, Restraint Chair, etc.)  
 Use of Force Equipment (Taser, Baton, Oleoresin Capsicum (OC), etc.)  
 Magnetometer (Metal Detector) and Hand held metal detector  
 SCBA (Self Contained Breathing Apparatus) and Gas Masks  
 Pulse-ox Machine (medical)  
 AED (Automated External Defibrillator)  
 Multiple Computer systems (Inmate Management System, Security Electronics, Photo Imaging System, Fingerprint System, Inmate Commissary Account, Inmate Phone System, Fire Support System, Radio System, etc.)  
 State of Wisconsin T.I.M.E. system  
 VINELINK – Victim Identification Notification Everyday system  
 DNA Collection Kits  
 General office equipment (Scanner, Fax, Copiers)

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

Associate's Degree in Correctional Science, Police Science or Sociology, or a Bachelor's Degree

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from an accredited university or college in a related field preferred; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. Two years of facility specific correctional experience in the Brown County Jail.

**Licenses and Certifications:**

- Jail Certification
- First Aid, A.E.D. and C.P.R. Certification
- State of Wisconsin - T.I.M.E. certification – basic and advanced
- Notary Public

**Knowledge, Skills, and Abilities:**

- Ability to defend themselves and others from physical assault.
- Ability to physically control the behavior of combative / assaultive inmates.
- Ability to recognize dangerous behaviors prior to a physical assault.
- Ability to work in confined spaces.
- Ability to quickly remove an inmate from a dangerous situation and in case of fire or other emergency, supervise the immediate evacuation of inmates.
- Knowledge of department policies and procedures.
- Knowledge of and ability to utilize a computer and required software.
- Knowledge of federal and state laws which apply to jails and secure detention facilities and of related care, treatment and security programs.
- Knowledge of techniques in inmate control and precautionary measures used in escorting and supervising inmate work details.
- Knowledge of rules and regulations governing the secure detention facility including Wisconsin Department of Corrections Administrative Codes 350, 348 and 346.
- Knowledge of inmate behavior, interpersonal relations and social interactions.
- Knowledge of methods and practices of jail security.
- Ability to serve as a positive role model for inmates and provide effective direction and Supervision.
- Ability to establish and maintain effective customer service relationships with staff and the public.
- Ability to adapt to the changing procedures as they apply to the different sections and different classifications of inmates within the jail.
- Ability to communicate and respond effectively to both oral and written instructions.
- Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

- Ability to pass the initial physical screening (supporting a 140# dummy, stair run with SCBA,

10j

dummy drag, etc.).

Ability to physically control an inmate resisting verbal direction.

Ability to physically restrain inmates when dealing with physical confrontation.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Intermittent bending, twisting, squatting, climbing, reaching and grappling.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 9/9/15

10j

## **Planning, Development & Transportation Committee**

### **No. 10k -- ORDINANCE CREATING SECTION 6.14 OF THE BROWN COUNTY CODE ENTITLED, "COUNTY TRUNK HIGHWAY MAINTENANCE AND IMPROVEMENTS"**

A motion was made by Supervisor Erickson and seconded by Supervisor Sieber **"to hold until the Monday, July 25<sup>th</sup> Planning, Development & Transportation Committee meeting"**. Voice vote taken. Motion carried unanimously with no abstentions.

**(Item #9ai taken out of order at this time.)**

### **No. 9ai -- REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF JULY 20, 2016.**

1. The Administration Committee will convene in closed session to confer with legal counsel regarding the pending litigation in Fehrenbatch v. Brown County, Brown County Circuit Court, Case No. 14-CV-930 (GetMOR Enterprises, LLC). Per Wis. Stat., § 19.85(1)(g), a closed session may be held for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Motion pending Special Admin meeting of July 20, 2016.* Roll call vote taken:

Ayes: Sieber, De Wane, Hoyer, Gruszynski, Lefebvre, Erickson, Zima, Evans, Vander Leest, Dantine, Brusky, Ballard, Kaster, Van Dyck, Linssen, Kneiszel, Clancy, Moynihan, Blom, Schadewald, Lund, Becker

Nays: Nicholson, Buckley

Excused: Landwehr, Campbell

Total Ayes: 22      Total Nays: 2      Total Excused: 2

Motion carried to go into Closed Session.

2. Reconvene in Open Session: Discussion and possible action regarding the pending litigation in Fehrenbatch v. Brown County, Brown County Circuit Court, Case No. 14-CV-930 (GetMOR Enterprises, LLC). *Motion pending Special Admin meeting of July 20, 2016.* Motion was made by Supervisor Sieber and seconded by Vice Chair Lund to return to Open Session.

A motion was made by Supervisor De Wane and seconded by Vice Chair Lund **"to direct staff to proceed as directed by the County Board"**. Voice vote taken. Motion carried with nays from Supervisors Sieber, Buckley and Kaster.

### **No. 11 -- CLOSED SESSIONS.**

#### **June County Board**

**No. 11a -- Closed Session:** Deliberation, non-evidentiary discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in re: the matter of the Grievances

of Robert Welsing, Jr. and Anthony Elfe, dated May 12, 2016, as filed by said Grievants per 4.92 of the Brown County Code of Ordinances. Pursuant to Wis. Stat. 19.85(1)(a), any meeting of a governmental body may be convened in closed session for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. And, pursuant to Wis. Stat. 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter.

Roll call vote taken:

Ayes: Evans, Vander Leest, Van Dyck, Clancy, Moynihan, Blom, Schadewald, Lund

Nayes: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Lefebvre, Erickson, Zima, Buckley, Dantine, Brusky, Ballard, Kaster, Linssen, Kneiszel, Becker

Excused: Landwehr, Campbell

Total Ayes: 8      Total Nayes: 16      Total Excused: 2

Motion to go into Closed Session failed.

Following discussion, a motion was made by Supervisor Zima and seconded by Supervisor Becker **“to reconsider the vote to go into Closed Session on item #11a”**. Roll call vote taken:

Ayes: De Wane, Lefebvre, Erickson, Zima, Evans, Vander Leest, Dantine, Brusky, Kaster, Van Dyck, Clancy, Moynihan, Blom, Schadewald, Lund, Becker

Nayes: Sieber, Nicholson, Hoyer, Gruszynski, Buckley, Ballard, Linssen, Kneiszel

Excused: Landwehr, Campbell

Total Ayes: 16      Total Nayes: 8      Total Excused: 2

Motion carried to go into Closed Session. Supervisor Sieber was excused from Closed Session.

**No. 11b -- Reconvene in Open Session:** Discussion and possible action on the Appeal of the Independent Hearing Officer’s Decision in re: the matter of the Grievances of Robert Welsing, Jr. and Anthony Elfe, dated May 12, 2016, as filed by said Grievants per 4.92 of the Brown County Code of Ordinances.

A motion was made by Supervisor Linssen and seconded by Supervisor Becker **“to reconvene in Open Session”**. Voice vote taken. Motion carried.

**(Item #9c was taken out of order at this time, with item #11b.)**



**No. 9c --      REPORT OF EXECUTIVE COMMITTEE OF JUNE 15, 2016 (Referred back to July County Board meeting.)**

20. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.

- i. To approve the decision upholding Mr. Elfe's Termination.
- ii. To approve the decision upholding Mr. Welsing's Termination.
- iii. That all the testimony is sent and lawyers briefs and the IHO's discussion and that discussion take place at their July County Board meeting so everyone had sufficient time to read, with the stipulation that if any timelines were going to be missed that they hold this at the June meeting. Motion Carried 5 to 2.

A motion was made by Vice Chair Lund and seconded by Supervisor Linssen **"to receive and place on file item #20iii"**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was then made by Supervisor Becker and seconded by Supervisor Hoyer **"to approve item #20i"**. Roll call vote taken:

Ayes:            Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Vander Leest, Buckley, Brusky, Van Dyck, Linssen, Kneiszel, Clancy, Moynihan, Blom, Lund, Becker

Nayes:           Lefebvre, Erickson, Zima, Evans, Kaster, Schadewald

Abstain:        Dantinne

Excused:       Landwehr, Campbell, Ballard

Total Ayes:    16      Total Nayes:    6      Total Abstain:    1      Total Excused:    3

Motion carried.

A motion was made by Supervisor Gruszynski and seconded by Supervisor Linssen **"to approve item #20ii"**. Roll call vote taken:

Ayes:            Hoyer, Gruszynski, Buckley, Brusky, Linssen, Knesizel, Clancy, Moynihan, Blom

Nayes:           Sieber, De Wane, Nicholson, Lefebvre, Erickson, Zima, Evans, Vander Leest, Dantinne, Kaster, Van Dyck, Schadewald, Lund, Becker

Abstain:        Ballard

Excused:       Landwehr, Campbell

Total Ayes:    9      Total Nayes:    14      Total Abstain:    1      Total Excused:    2

Motion failed.

Following, a motion was made by Supervisor Becker and seconded by Supervisor Van Dyck **“to refer item #20ii back to Executive Committee”**. Voice vote taken. Per the opinion of the Chair, the Ayes have it. Motion carried.

**No. 11c,d,e -- CLOSED SESSION.** Struck from agenda.

**No. 12 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.**

**Late Communications**

**No. 12a -- FROM VICE CHAIR LUND: THAT IN FUTURE EMPLOYMENT TERMINATION HEARINGS THAT WE HAVE THE VIDEO RECORDS OF THE PROCEEDINGS.**

Referred to Administration Committee.

**No. 13 -- Bills over \$5,000 for period ending June 30, 2016.**

A motion was made by Supervisor Clancy and seconded by Supervisor Brusky **“to pay the bills for the period ending June 30, 2016”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 14 -- Closing Roll Call.**

Present: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Lefebvre, Erickson, Zima, Evans, Vander Leest, Buckley, Dantine, Brusky, Ballard, Kaster, Van Dyck, Linssen, Kneiszel, Clancy, Moynihan, Blom, Schadewald, Lund, Becker

Excused: Landwehr, Campbell

**No. 15 -- Adjournment to Wednesday, August 17, 2016 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.**

A motion was made by Supervisor Nicholson and seconded by Supervisor Ballard **“to adjourn to the above date and time”**. Voice vote taken. Motion carried unanimously with no abstentions.

**Meeting Adjourned at: 11:27 pm.**

**/s/ Sandra L. Juno**  
**SANDRA L. JUNO**  
**Brown County Clerk**